



## **HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE**

**JOB TITLE:** Early Childhood Education Coordinator  
**DEPARTMENT:** Head Start  
**CLASS:** Regular, Full Time  
**SALARY:** D.O.Q  
**OPENING DATE:** December 5, 2013  
**CLOSING DATE:** Open Until Filled

### **POSITION SUMMARY:**

Under the general supervision of the Head Start Program Director, the Early Childhood Education Coordinator is responsible to supervise and provide training to all teaching personnel, develop curriculum, and provide educational resources to teaching staff and parents. The Early Childhood Education Coordinator is responsible for all aspects of classroom and educational program requirements for staff and children.

### **EXAMPLES OF JOB DUTIES:**

- Understand that evaluations will be performed by the Head Start Director
- Must adhere to Hualapai Tribal Personnel Policies and Procedures and Head Start in-house policies
- Report all child abuse and neglect cases to the designated Head Start employee. Also report all incidents, and/or disturbing observation according to the protocol
- Updates the annual education plan in collaboration with Policy Council, parents, and other center staff
- Assists staff in development of individual education plans
- Ensures staff and program resources reflect the multi-cultural diversity of the children in the program
- Routinely inspects center facilities for health, safety, fire and occupancy violations and takes the necessary corrective action
- Identifies and reports and provides for supportive services in child abuse cases, working in conjunction with the Family and Community Partnership Coordinator
- Establishes and maintains linkages with public schools
- Discuss and report all screening and diagnostic results in writing
- Recruits, organizes, assigns and supports classroom volunteers
- Responsible for completing travel expense claims, turning in left over cash and submitting receipts with expense claims to the accounting departments. Copy for Head Start files
- Will supervise teachers, teacher-aides and classroom helpers
- Contribute to child's learning by actively communicating and interacting with all children at all times to promote language and literacy

- Participate in on-site program evaluations-including the annual self-assessment, recruitments, community assessment and Federal Monitoring Review
- Prepares monthly reports by the 5<sup>th</sup> of the following month. Fulfills all other education component reporting requirements such as Program Information Report
- Carries out goals, policies and activities designed to implement educational objectives, the Head Start Act, and Head Start Performance Standards
- Assist in the preparation of budget and recommends allocation of funds for supplies and equipment
- Prepares annual assessments of equipment and material needs
- Plans and assists teaching staff in implementing parent involvement in the education program, both in the classroom and in the home
- Transition-prepare, plan, implement transition requirements with LEA to ensure proper transition takes place
- Participate in all trainings, meetings and field trips which may involve weekends, overnight and/or out-of-town travels
- Build and maintain open communications with children, parents and staff in a professional manner with utmost respect, encouragement and positivity
- Cooperatively work as a team player by contributing interactively. Participate in a annual planning, grant application and any other actively that requires a group effort
- Understand that at times certain duties and responsibility not necessarily a part of the regular routine may need to be assigned to all employees for a temporary or more permanent period of time because of employee absenteeism, illness, discipline and/or because of job vacancy. Accept these responsibilities with grace and goodwill as they are assigned by your immediate supervisor
- Must be respectable and positive role model thought out the community while employed with the Hualapai Head Start
- Perform other related duties as assigned by the Head Start Director.

#### **EVALUATION AND MONITORING:**

- Develops and implements a plan and system of monitoring and evaluating classroom activities and teaching staff to ensure that component goals and objectives are being maintained.
- Reviews and evaluates existing education program with teams of parents, council members and staff, in order to maintain compliance with the education component of the Head Start Performance Standards and Act.
- Determines areas of weakness and takes corrective action or makes recommendations for corrective action.

#### **DEVELOPMENT AND CONSULTATION:**

- Supervises coordinates and assist teaching staff in implementation of education program.
- Confers regularly with teaching staff regarding behavioral or leaning problems and recommends methods of modifying inappropriate behavior and encourage learning.

- Develop career development committee in accordance with the career development plan, facilitate meetings as advisor, and maintain file management of records and information discussed
- Determine training and technical assistance needs of program staff, parents, and community in the education area and coordinate specialized training.
- Conducts routine observations of teaching staff within classroom, home visits, and parent meetings to ensure goals, objectives and all mandates are being implemented and provides feedback and organizes training and consultation.
- Provides career development counseling to staff through encouragement and recommendations for in-service training, formal education, and other opportunities to increase job productivity and advancement.

**MINIMUM QUALIFICATION REQUIREMENTS:**

- High School Diploma or General Education Diploma.
- Must possess a Valid Driver License and be eligible for the tribe's insurance.
- Must maintain current certification of First Aide and CPR.
- Must receive and pass annual physical exam and Tuberculosis skin test.
- Must pass initial Federal, State, and Local Background check, maintain clearance and be able to obtain an Arizona State Fingerprint Clearance Card.
- Must maintain current food handler's certification.
- Must possess a CDA and 2 year and/or 4 year degree Early Childhood Education or related field.
- Must possess or be willing to obtain any combination of education, training and experience which demonstrates ability to perform the duties of the position/
- Must respect confidential information and sign a confidentiality agreement, agreeing to keep all sensitive information regarding children, staff, parent and program confidential.
- Must have and show interest in the safety and well being of the Hualapai Head Start children.
- Must be able to read, write and speak English effectively in order to communicate and prepare any written information that may be required by the Hualapai Head Start Program.
- Ability to solve problems, communicate effectively and create and maintain effective working relationships with management, children, employees, parents and community.
- Must have knowledge of principals of management, administration, budgetary procedures, human development and the learning process.
- Knowledge of goals and requirements of Early Childhood Education. Knowledge of child development and how children learn.
- Must be willing to attend overnight off-site workshops and other trainings as requested by supervisor.
- Must have a working knowledge of computers and different computer programs.
- Ability to keep accurate, confidential records, make professional referrals and organize large group activities.
- Ability to supervise others and maintain positive working relationships with children, parents, other staff and the management.

- Must have the ability and willingness to work cooperatively with Head Start Director.

**HOW TO APPLY:**

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

**PREFERENCE:**

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. **However, preference will be given to qualified Community members, to qualified persons of Indian descent, then to other qualified candidates in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.**

**THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM**

**Auxiliary aids and services available upon request to individuals with disabilities**